

Potomac River

National Wildlife Refuge Complex

Special Use Permits

What is a special use permit and how is it used?

Each National Wildlife Refuge has an individual Special Use Permit process, but in general a Special Use Permit enables the public to engage in wildlife-related activities on a National Wildlife Refuge. Special Use Permits are used by Refuge Managers to manage the amount and type of uses on an individual National Wildlife Refuge. Permits are also used as a contract between the Refuge Manager and the Permittee. They clearly explain what is expected of the Permittee with respect to restrictions, policies, reporting, etc., and they provide a protection to the Permittee by explaining what to expect from the Service in terms of support.

Who will be required to obtain a special use permit?

Individuals or groups who request to do any of the following activities will be required to obtain a special use permit:

- Environmental education visits
- Research related access
- Organized group visits
- Photography related access
- Other uses or access that would otherwise be prohibited or restricted

When will special use permits be required?

Individuals or groups will be required to obtain a special use permit as of February 1, 2006.

Will there be a fee charged for the special use permit?

All special use permits will be evaluated on an individual basis and fees will be charged accordingly. An annual fee of \$20 will be charged for special use permits that involve research related access, organized group visits, photography related access, and other uses or access that would otherwise be prohibited or

restricted. Additional costs may be added to the annual fee if the activity for which the permit is being obtained affects the resource, other refuge users, is for commercial purposes, or involves significant staff involvement.

How can you request a special use permit?

The request must be made at least 3 weeks in advance and must include:

- Who is requesting the permit?
- What is the nature of the proposed activity?
- Why is the activity being conducted?
- Where the activity will take place?
- When the activity will take place?
- How the activity will be conducted?

Permit requests must be in writing, on letterhead if possible, and addressed to:

**Special Use Permits
Potomac River NWR Complex
14344 Jefferson Davis Hwy.
Woodbridge, VA 22191**

**U.S. Fish & Wildlife Service
1 800/344 WILD
<http://www.fws.gov>**

April 2006



Great Marsh yellow flowers



Occoquan Bay NWR fall colors